

# FLORIDA HIGHWAY PATROL

## POLICY MANUAL



<b>SUBJECT</b> REASSIGNMENT	<b>POLICY NUMBER</b> 5.01
	<b>ISSUE DATE</b> 02/01/96
	<b>REVISION DATE</b> 01/15/08
	<b>TOTAL PAGES</b> 5
<b>APPLICABLE CALEA STANDARDS</b>	

### 5.01.01 PURPOSE

To provide guidelines on the transfer or reassignment of employees.

### 5.01.02 POLICY

The Florida Highway Patrol will provide for the transfer and reassignment of its employees in a manner that is fair and equitable. However, the needs of the agency and its ability to provide law enforcement services to the public shall prevail in such matters.

### 5.01.03 DEFINITION

- A. REASSIGNMENT - The moving of an employee from one position in a class to a different position in the same class, or to a different position in a different class having the same pay grade, regardless of the location of the position.
- B. TRANSFER - The moving of a member from one geographic area of the State to a different geographic location which is in excess of fifty (50) miles of the member's current duty station.

### 5.01.04 OBJECTIVES

To establish responsibilities and procedures for reassignment of employees.

### 5.01.05 RESPONSIBILITIES

- A. The Director will be responsible for approving all reassignments.
- B. The Deputy Director, Special Operations Command, will be responsible for:
  - 1. Receipt and logging of all Requests for Reassignment Forms.
  - 2. Maintaining any records needed to determine order of eligibility for any class or county for which multiple employees have applied.
  - 3. Contacting eligible employees to confirm their desire for reassignment when reassignments are being considered.
  - 4. Ensuring that the needs of the agency are not unnecessarily hurt by the reassignment of employees.

#### **5.01.06 PROCEDURES**

- A. An employee who has attained permanent status in the Career Service System may apply for a reassignment.
  - 1. The appropriate Department form will be used.
    - a. For members, HSMV 61031.
    - b. For non-sworn personnel, HSMV 91910.
  - 2. Such requests shall indicate the class(es), county(ies), and/or shift(s) to which the employee would like to be reassigned.
  - 3. Requests for reassignment will be limited to three counties to which the member desires to be reassigned.
  - 4. When the employee requests reassignment to a different position in a different class, a State of Florida Employment Application Form must be completed and sent with the request for Reassignment Form.
- B. Expiration of Requests for Reassignment.
  - 1. For members, all applications for reassignment expire on June 30 of each year regardless of the date of request. Requests for reassignment for the next fiscal year may be filed on June 1 of the preceding fiscal year.
  - 2. For non-sworn personnel, all applications for reassignment expire on May 31 of each year regardless of the date of request. Requests for reassignment can be filed in May to become effective on June 1.
- C. All Requests for Reassignment Forms will be submitted through the chain of command to the Deputy Director, Special Operations Command. The Request for Reassignment will become effective on the first day of the month following the date the request is received.
- D. Except where a vacancy is filled by demotion, the Division shall give first consideration to those employees who have submitted a Request for Reassignment Form.
- E. The Division shall normally fill a permanent position with the employee who has the greatest length of service in the class in which the vacancy exists. Other factors, such as the employee's work history and agency needs, will be taken into consideration as well. In cases where employees have identical length of service in class and no other factors intervene, the employee with the earliest application date will receive priority.
- F. If the employee with the greatest length of service in the class is not selected for the vacant position, all employees who have a greater length of service in the class than the employee selected shall be notified in writing.
- G. When an employee has been reassigned pursuant to a request, all other pending requests submitted by that employee shall be canceled for a specified period of time. No other requests may be submitted during this period of time. If

an employee declines an offer of reassignment pursuant to a request, the employee will not be eligible for consideration for reassignment to the specific class(es), county(ies), and/or shift(s), for the specified period of time.

1. The specified period of time for members is 12 months. Exception: This provision will not apply to members applying for specialized positions for which they are otherwise eligible.
2. The specified period of time for non-sworn personnel is 6 months.

H. Involuntary Reassignment.

The Division may effect a reassignment based upon the needs of the agency but will make an effort to give sufficient notice and assistance so as not to unduly effect a residency hardship on the employee.

- I. An employee will be given a minimum of 14 calendar days' notice prior to the effective date of a reassignment and 30 calendar days' notice prior to the effective date of a transfer, unless earlier reassignment or transfer is necessary due to an emergency or other extraordinary conditions.
- J. Requests for voluntary demotion will be considered based upon agency needs and the available vacancy of a rank to which the demotion would be made. Applicable portions of the Collective Bargaining Agreement will prevail when appropriate.
- K. Upon the transfer of a member to a different troop, the following procedures will be performed:
  1. The member will return all non-transferable equipment to a supervisor (see also FHP Policy 6.03.05D). The supervisor will complete the Non-Transferable Equipment form (HSMV 61008).
  2. The Individual Clothing and Equipment Record form (HSMV 61007) will be forwarded to the new troop headquarters within 14 days of the effective date of the transfer.
  3. The member's troop personnel records, medical records, and all training records (including documentation) will be forwarded to the new troop headquarters within 14 days of the effective date of the transfer. The new troop will confirm receipt of the records by memorandum.
  4. A Firearms Action Form will be completed and faxed to the Fleet and Property Section within 2 days of the effective date of the transfer.
  5. All necessary Property Inventory Transfer Forms (HSMV 94310) will be completed in accordance with Policy 10.01, DHSMV Management Manual and The DHSMV Property Procedures Manual.

A checklist of tasks is provided to assist with out-of-troop transfers (Addendum 5.01-1).

**5.01.07 REGULATIONS**

Employees will not request the aid of any person or entity outside of the Department in securing transfer to another assignment or promotion.

## OUT-OF TROOP TRANSFER CHECKLIST

MEMBERS NAME: \_\_\_\_\_

TRANSFERRED FROM TROOP \_\_\_\_\_ TO TROOP \_\_\_\_\_

EFFECTIVE DATE OF TRANSFER: \_\_\_\_\_

ITEM	COMPLETED BY:	DATE COMPLETED
NON-TRANSFERABLE EQUIPMENT		
INDIVIDUAL CLOTHING AND EQUIPMENT RECORD FORWARDED		
TROOP PERSONNEL RECORDS FORWARDED		
MEDICAL RECORDS FORWARDED		
TRAINING RECORDS FORWARDED		
FIREARMS ACTION FORM		
PROPERTY INVENTORY TRANSFER FORMS (HSMV 94310) COMPLETED		

ADDENDUM 5.01-1